Course Management

Last Modified on 08/03/2026 11:39 am CDT

The Course Management tool allows courses to be created and managed at the state level and then pushed to district sites, providing consistent course offerings throughout the entire state.

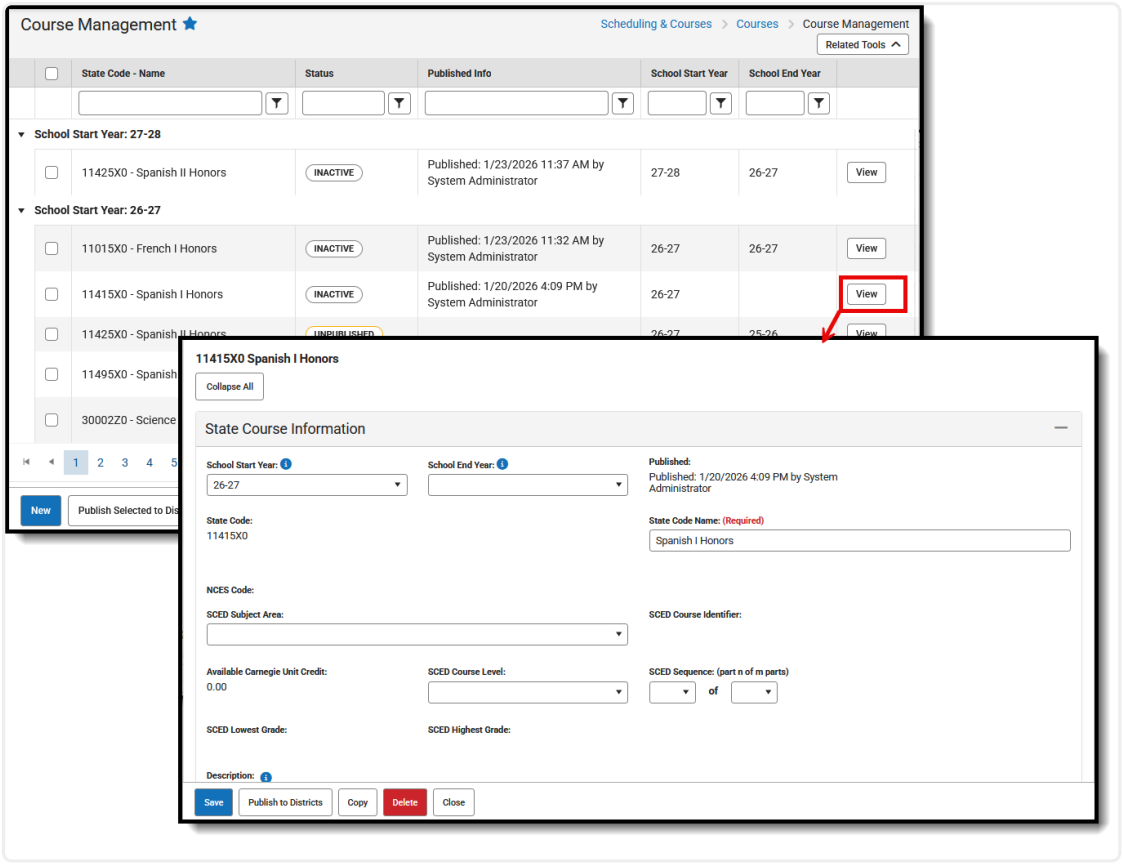
State Course Code information is published directly to districts. Course Master Information and Course Information are updated with the Course Code values. Using Course Masters is not required to utilize this tool, as data is published to both tools.

This tool is available for State Edition installations, meaning staff at the Department of Education or other governing bodies with access to ALL districts in the state are responsible for managing state course codes. That information is published to the districts.

District Edition users aligned with a State Edition can view the Course Management tool when assigned proper tool rights. For those users, the tool is read-only for the main Course Management list of all codes and when viewing individual course codes.

For district edition users NOT aligned with a State Edition, the tool does NOT display.

The Course Management tool replaces the Course Code Setup tool, which was removed in the Campus.2543 Release Pack (October 2025).



Course Management

See the Course Management Tool Rights article for details on applicable tool rights.

District Edition Visibility to Course Code Updates

When State Course Codes are updated and published to districts, users who have at least **Write** rights to the following tools receive a State Notification in the Message Center:

- Add Course Master
- Course Master Information

School Start Year, School End Year

Course Codes are organized by their assigned School Start Year, with the most recent year first. Codes without a school start year are listed last. Course codes are active as of the first day of the selected school calendar year and remain active until a School End Year is assigned to it.

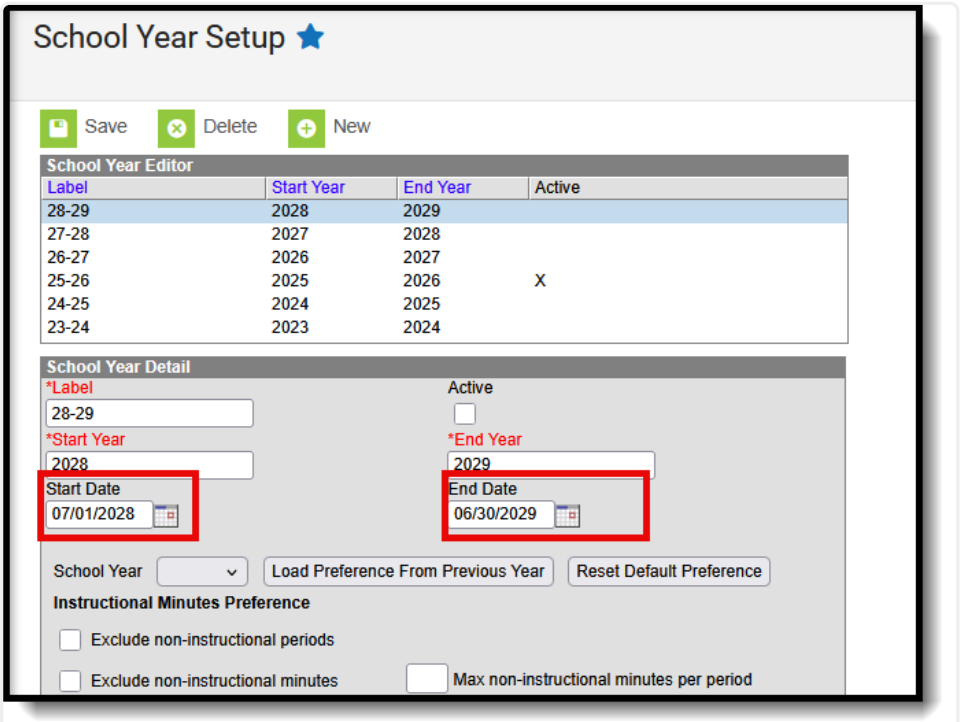
School Year Setup

Values entered in the School Year Setup tool determine how information is displayed in Course Management. The School Start Year and School End Year in Course Management follow the format

of the **Label** value on the School Year Detail.

When a School Start Year of 28-29 is selected, the state code record is active on the date entered in the **Start Date** field of the School Year Detail. When a School End Year of 28-29 is selected, the state code record is active through the **End Date** entered in the End Date School Year Detail.

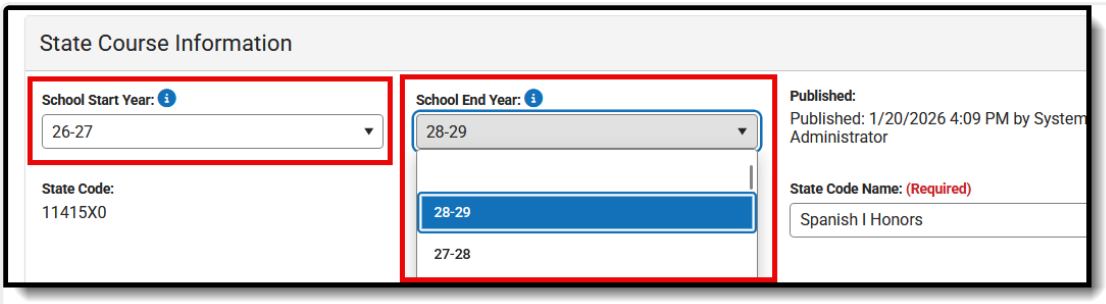
The active status for state code records depends on what is set up at the state or district level.



Start Date, End Date on School Year Setup

Assigning a year to the state course codes enables the creation of codes for future calendar years and their publication to districts without affecting state course codes for the current year. Both year fields can be entered, or just one year field, or no year fields.

- A state course code assigned a School Start Year of 25-26, and no School End Year is current and active as of the entered start date of the 2025-26 school year.
- A state course code assigned no School Start Year and a School End Year of 25-26 is active through the entered end date of the 2025-26 school year.
- A state course code with no assigned School Start Year or School End Year is current and active for all years.



School Start Year, School End Year Assignment

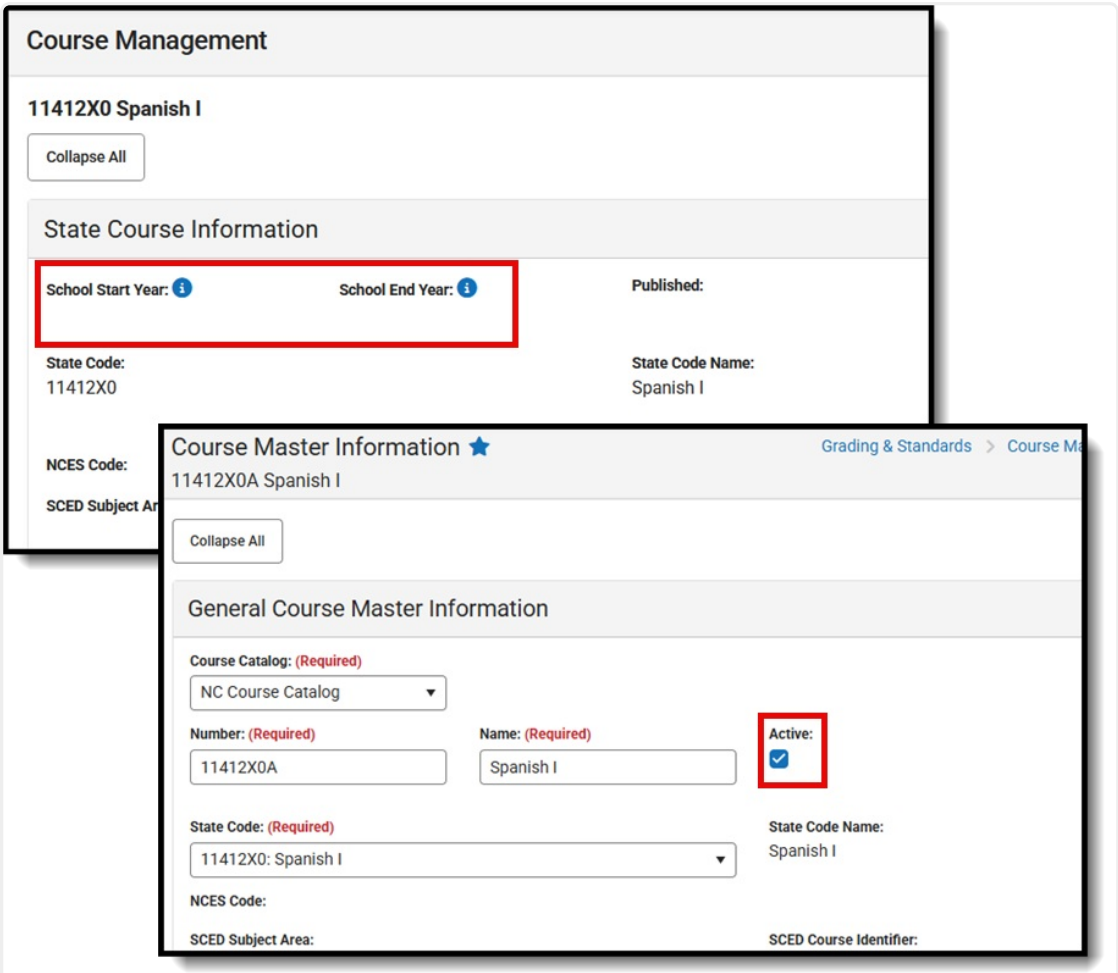
Course Masters

For calendar and school years that fall within the course code's start and end year dates, Course Management information overrides Course Master information. The Course Master displays the locked values from the Course Management record. Course records associated with that Course Master for that calendar are also updated with the locked values from the Course Management record.

For courses that are NOT linked to a Course Master when that Course falls within the same start and end years as the Course Management record, Course Management information overrides State Code information

When a Course Master uses a state code whose start year/end year dates DO NOT fall within the active year, that Course Master becomes inactive for that school year. The state code value for that Course Master needs to be updated with a state code from the published list for that year.

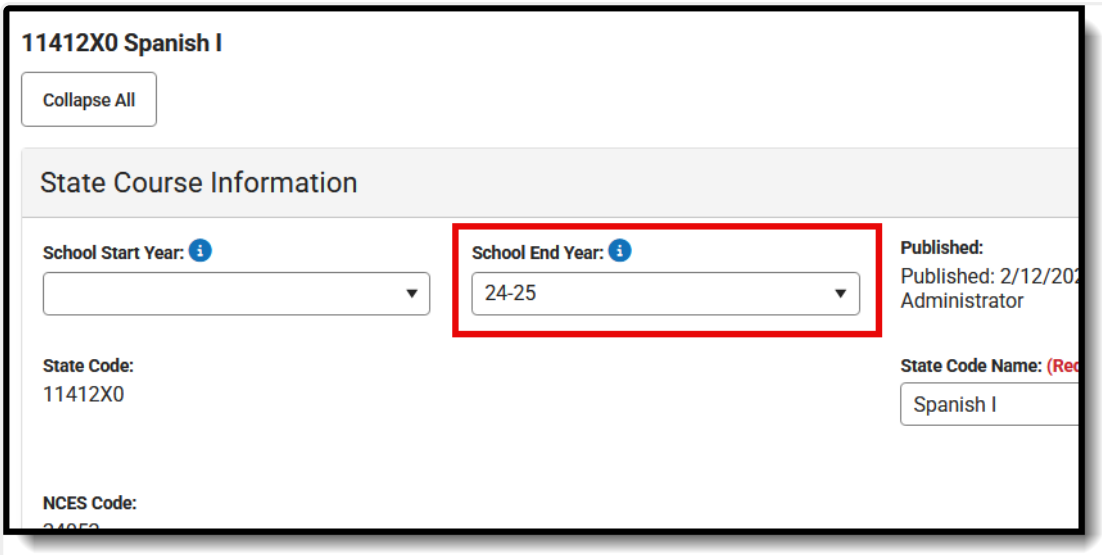
For example, the course code for Spanish I is active for all years (the School Start Year and School End Year fields are not populated) and has been published to all districts. A district is using a Course Master with this course code for the 24-25 school year.



Active Course Management, Course Code Record, and active Course Masters record

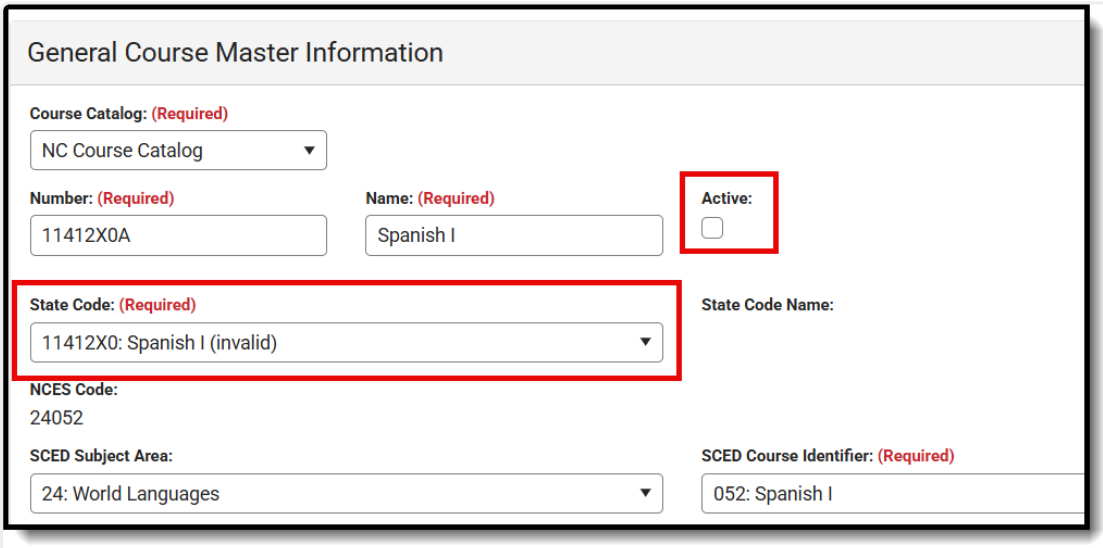
At the end of the 24-25 school year, new state codes are implemented for all language courses. New state code records need to be created and published to districts, and current state code records need to be ended.

To do this, the state user edits (views) that State Code, and assigns a School End Year of 24-25 and publishes that code to the district.



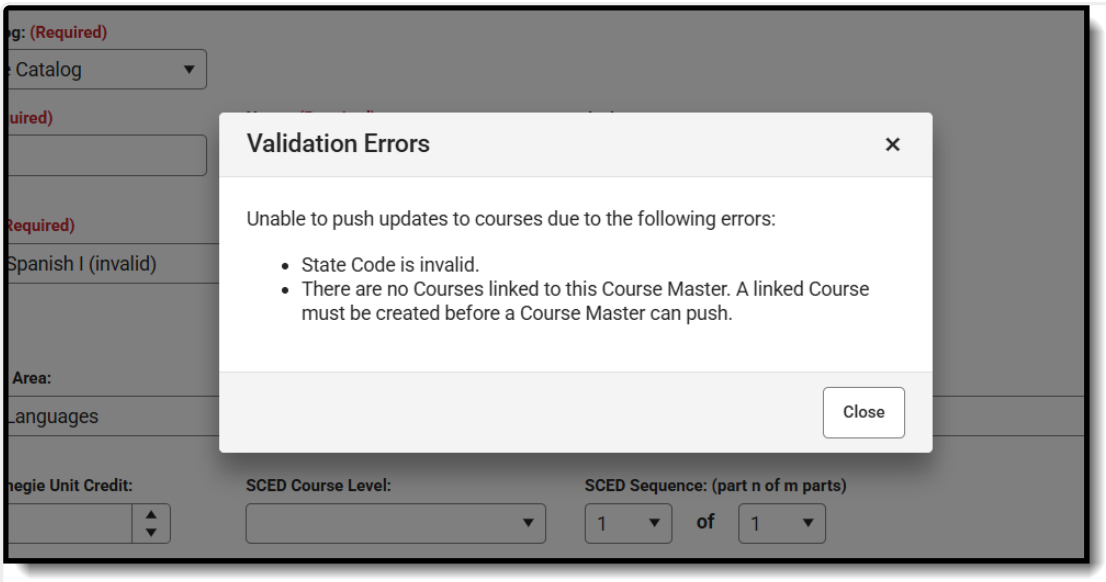
School End Year added to Course Code

At the district level, when the active year is changed to the next school year, the course master is now marked as inactive and includes the inactive state code. These codes need to be manually changed at the district to use the updated state code provided by the state.



Invalid State Code, Inactive Course Master

When the Course Master still has an invalid state code and is pushed to Courses, a validation error is displayed, indicating that it cannot be pushed due to the invalid state code. The validation may include other reasons why it cannot be pushed to courses.



Pushi to Courses with Invalid State Code

Courses linked to Course Masters with invalid state codes that exist in future calendars also display the invalid state code in the State Code field.

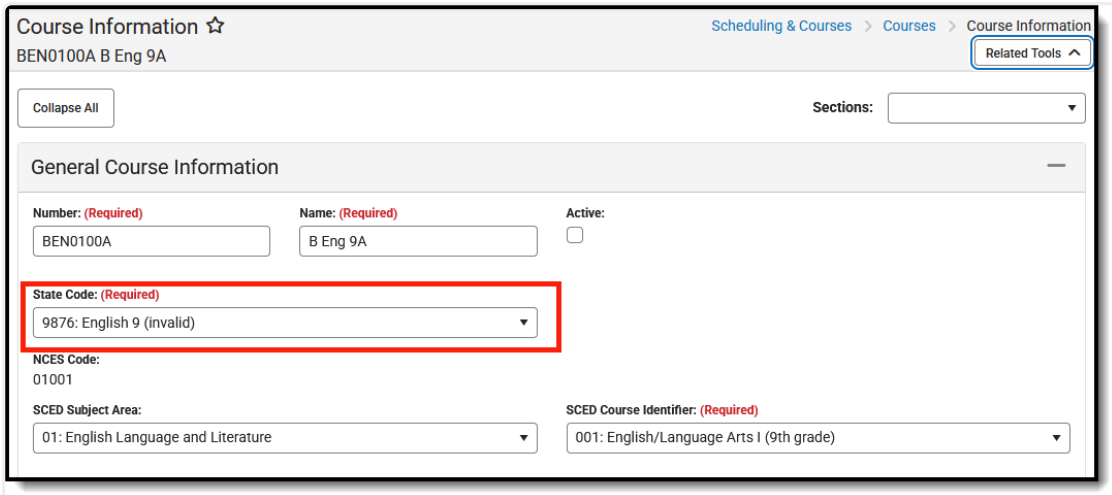
Courses

Since courses are tied to calendars, they do not become inactive when the active school year changes, unlike Course Masters. They become inactive when the state publishes an end date for a state code used by the course, provided the end date is before the course's calendar date.

- When a course is inactive due to an invalid State Code, a message displays to indicate this. For example, the state publishes an end date for a State Code that falls outside the course's calendar dates, making the course inactive. When the user views the course information, the State Code field displays "State Code (invalid)" and the active checkbox is not marked.
- When a State Code is end-dated, and a new record is created with the same State Code but with different attributes and a different start and end year range, courses that fall within the new record's effective calendar year(s) are not deactivated. For example, a State Code of 1234 has a GPA weight of 1 and an end date of 25-26, but a new record for State Code 1234 was created to update the GPA weight field to 2 with a start date of 26-27. Course ABC in the 26-27 calendar remains active and has a GPA weight of 2, but Course ABC in the 25-26 calendar continues to have a GPA weight of 1.

Invalid State Codes

When a course is assigned an invalid state code, the Course becomes inactive. The State Code field displays "State Code (Invalid)," and the active checkbox is not marked.



The State Code is invalid on the Course due to an end year being added for a past school year

For example, a course in the 2026-27 calendar has a state code 9876. The state has determined that State Code 1234 is being inactivated, and they have now end-dated code 9876 and pushed it to districts. At the district level, the course assigned this state code now displays as invalid and is inactive. If that course existed in previous year's calendar, that course remains active.

Calendar Roll Forward

End dates assigned to the State Code are used to validate whether the courses being rolled forward are active or inactive.

- When the end date of the State Code is the previous school year, the course rolls forward and is considered inactive (the active checkbox is not marked).
- When the end date of the State Code is equal to or after the current school year, the course rolls forward and is considered active (the active checkbox is marked).

For example, a course in the 25-26 calendar uses State Code 1234 with an end date of 25-26. When the 25-26 calendar is rolled forward, that course is inactive in the 26-27 calendar because it uses an invalid State Code for the 26-27 year.

When a new state course code for 26-27 has already been published, district users can go into their 26-27 calendar (even though it’s not the active year yet) and:

Option 1 — Create a new Course Master

1. Create a new 26-27 course master using the new state code.
2. Build their 26-27 courses from that course master.
3. Continue scheduling normally.

Option 2 — Update an existing Course Master

If *reusing* an existing course master that is changing to a new 26-27 course code:

1. Open the course master **in the 26-27 calendar**.

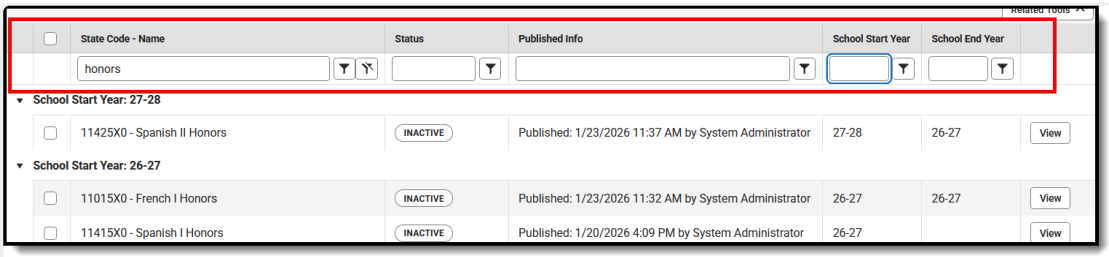
2. Update the State Course Code field to the new 26-27 value.
3. Push that updated course master **only to the 26-27 calendars**, ensuring it does **not** affect 25-26.

As long as the state publishes the new year's codes in advance, districts can roll forward their 25-26 courses to 26-27 and update state codes at the Course Master level within the 26-27 calendar (so there is never a period where users are blocked from scheduling). This allows them to keep 25-26 grading tasks intact *and* build accurate 26-27 schedules.

State Course Codes Search and Filter Options

Searching can be done for All Years and All Districts. There is no need to select a specific year, district, or calendar from the context switcher.

Search Options



Course Management Search Options

State Course Codes can be searched by the following options:

Option	Description
State Code - Name	Enter the start of the code of the start of the name of the course codes.

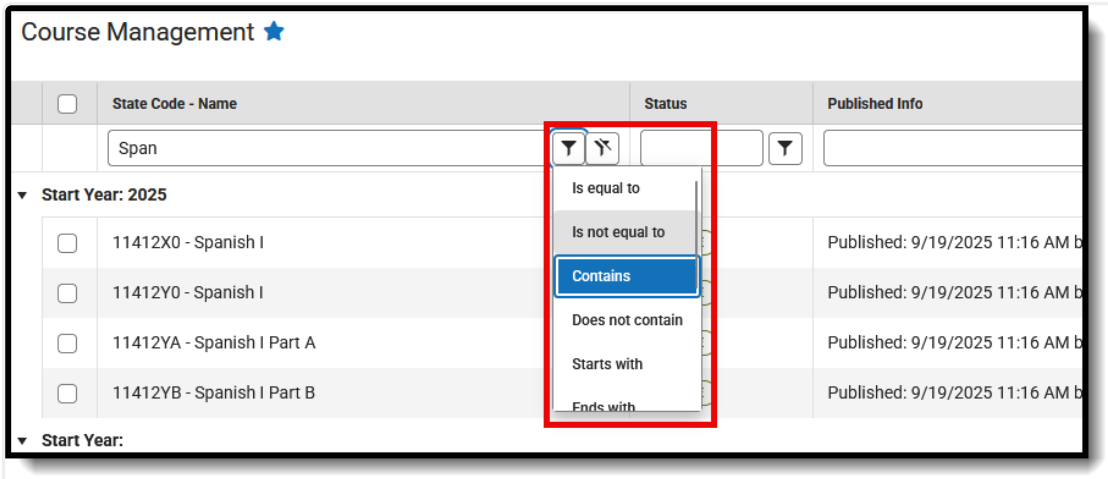
Option	Description
Status	Course Codes can be Active, Unpublished, or Inactive. • **Active Course Codes** have been published to the districts and are available for the current school year. They may or may not have start and end years assigned, but if they do, the End Year is either blank/null or a future year. • **Inactive Course Codes** have an End Year for a school year that has passed. These codes are no longer available for use by districts. • **Unpublished Course Codes** have been created in Course Management but have not been published to districts.
Published Info	*Published* refers to the date, time, and user who last published the course code from State Edition. Once published to District Edition, there may be a short lag time before the published course codes display in District Edition, due to the size of the updates made. Enter one of the following: • The date the code was published • The time the was published • The user who published it
School Start Year, School End Year	Enter a year that corresponds to the start of a school year and the end of a school year, following the format for how your district has named their school years in the School Year Setup tool (e.g., 25-26, 2027-28, etc.) Course codes do not require the start year or end year fields to be populated.

Filter Options

Without entering any search criteria or any filtering, Course Codes are listed in School Start Year order, with the most recent year first. Course codes without any years assigned are listed last. Within each year, the codes are organized by the Code.

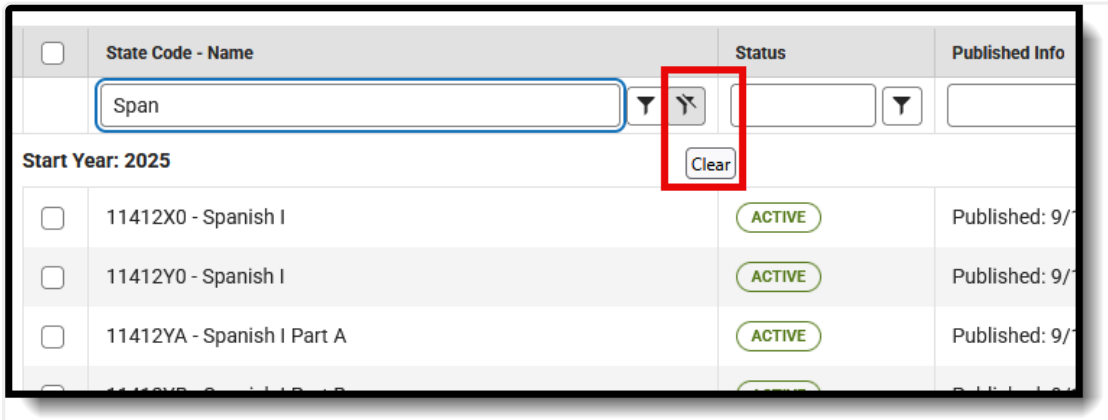
When entering values in the search fields, the list of codes is narrowed to only those that match the entered text.

Click the **Filter** icon to choose additional filtering options.



Filter Options

Click the **Clear Filter** icon next to the search field or manually remove the text from the field to return the list to display all state course codes.

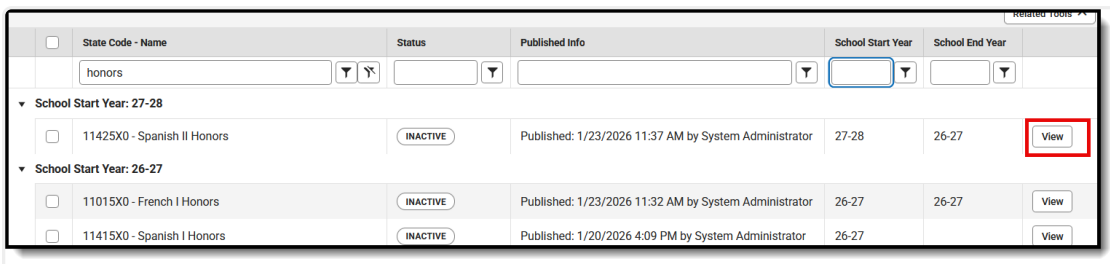


Course Management - Clear Filter Options

Manage State Course Codes

Modifications can be made to any field on any available card. Once updates have been saved, use the **Publish to Districts** button to push those updates to the districts' Course Master Information/Course Information details.

Click **View** on the right-hand side to access State Course Information details.



View State Course Code Information

Course Information is organized into the following sections:

- **State Course Information** includes identifying course information, SCED information, and the course description. Also included is when the code was published to the districts (displays the most recent date and time stamp and who published it).
- **Course Setup** includes fields such as whether the course is an attendance-taking course, uses positive attendance, is standards-based, reports scores on a student's transcript, and more.
- **State Defined** lists all of the fields used for state reporting in your state and includes fields like Dual Credit and State Report Exclude.
- **Comments** include any additional information about the course that your school or district wants known. This could be a note indicating when the course was added to the catalog, such as the requirement to meet in a specific room, its exclusivity to seniors, or some other relevant information.

For details on the available fields, see the Course Information Field Descriptions article.

Not all fields are available on the State Course Information editor. Fields that do not affect course management at the state level - for example, scheduling or district-defined fields - are not included.

The fields available for the state are the same as those at the district level. Depending on state requirements, those fields may or may not be modified at the district level.

When any field on the State Course Information record is populated by the state, that value is published to the district and locked.

Add a New State Course Code

This is a manual process to add ONE state course code.

Best Practice

Assign a School Start Year to the State Course Codes so staff can easily locate new or updated codes.

1. Click **New**. The State Course Information editor displays.
2. Assign a **School Start Year** and **School End Year** to the State Course Code.
3. At a minimum, enter the required values for saving a new state code - **State Code** and **State Code Name.**
4. Enter values for the remaining fields as needed.
5. Click **Add** when finished. The new State Course Code is listed within the Start Year it was assigned. When no year is assigned, it is listed after all codes with a start year.

New Course Codes can only be saved when there are no other records for that code with the same overlapping dates.

For example, if State Code 001X with start/end dates of 2024/2027 already exists, then a new State Code 001X record with blank start/end dates cannot be created; however, a State Code 001X record with a start date of 2027 can be created.

Use the **Reset** button to clear the entered values before saving, allowing you to start over. Use the **Close** button to close the editor and return to the list of state codes.

Copy a State Course Code

Save changes to the Course codes before copying.

1. Select a State Course Code to copy from the list of available course codes. The State Course Information detail displays.
2. Click **Copy**. A blue banner displays across the top of the editor, indicating the code has been copied.
3. Modify the code as needed: change the State Code Name, the Start Year, etc.
4. Click **Add** to add the copied course code.

Course Codes cannot be copied when:

- There is an overlap in the start year or end year with another record.
- The State Code and State Code Name match those of another record.

Delete a State Course Code

1. Click **Delete** to permanently remove State Course Codes.
2. Confirm the validation message to continue.

Once the record has been deleted, the filtered list of course codes displays.

Course Codes can only be deleted when they HAVE NOT been published to districts.

Batch Edit Course Code Field Values

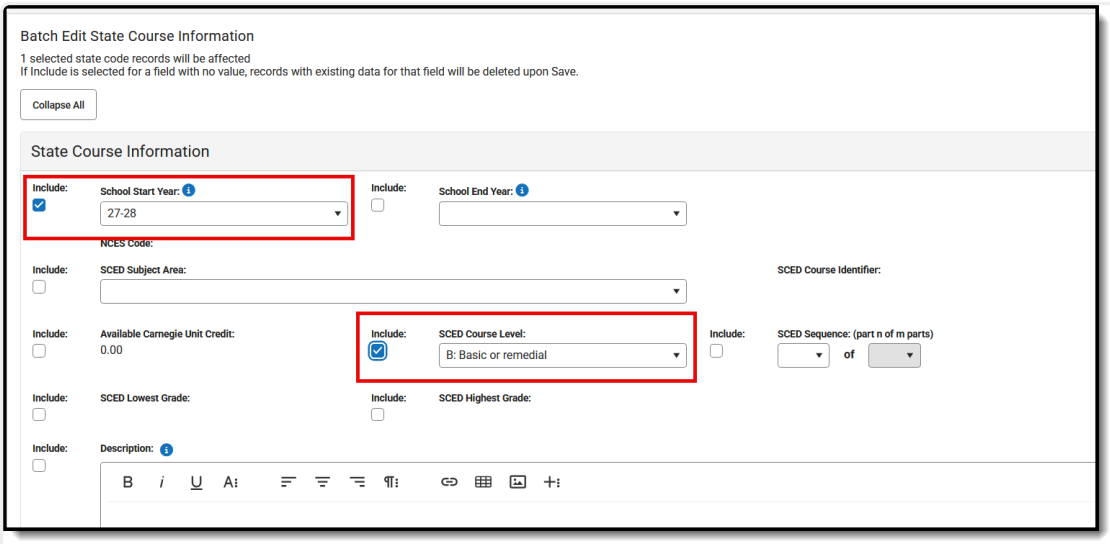
Use this option to update field values for multiple existing state course code records simultaneously. Mark the **Include** checkbox next to the fields that need updating, then enter the new value.

Fields on any of the cards can be updated this way, except for the following:

- Published Info

- State Code
- State Code Name
- The entire Comment card

In the image below, the Start Year and SCED Course Level fields are the only ones with the Include checkbox marked, so only those values will be updated.



Include checkbox marked for selected fields

When the **Include** checkbox is marked, any value entered in the field is updated to that value for all of the selected Course Code records.

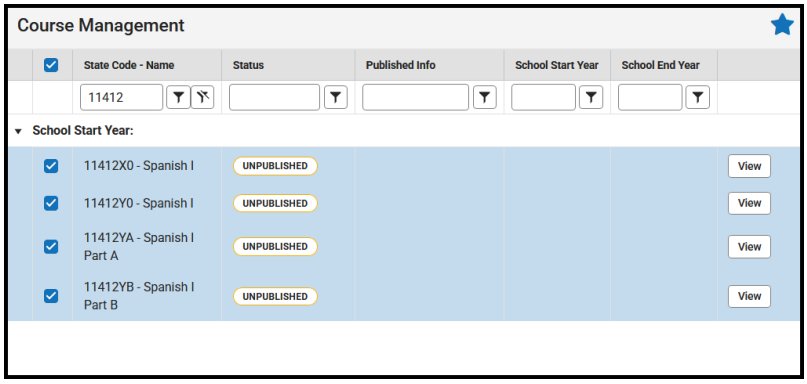
When the **Include** checkbox is marked for a field that **does NOT have a value** (null or blank), the selected course code records for that field are updated to that null/blank value.

For example, the course code record currently has the GPA Weight set at 1.0. During the Batch Edit process, the Include checkbox was marked for GPA Weight, but no value was entered into the GPA Weight field. Upon save, the GPA Weight is set to blank for all records included in the Batch Edit process.

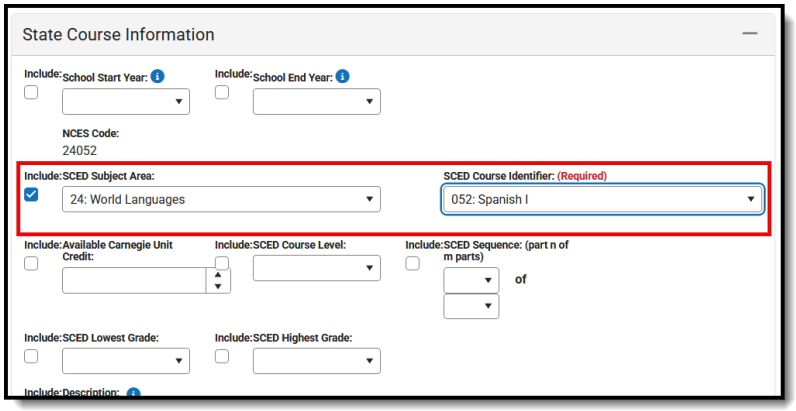
The following scenario describes how to update the SCED Subject Area and SCED Course Identifier fields.

Updates need to be made to courses assigned the Course Code 11412, which are assigned a SCED Subject Area of 24: World Languages and a SCED Course Identifier of 052: Spanish I.

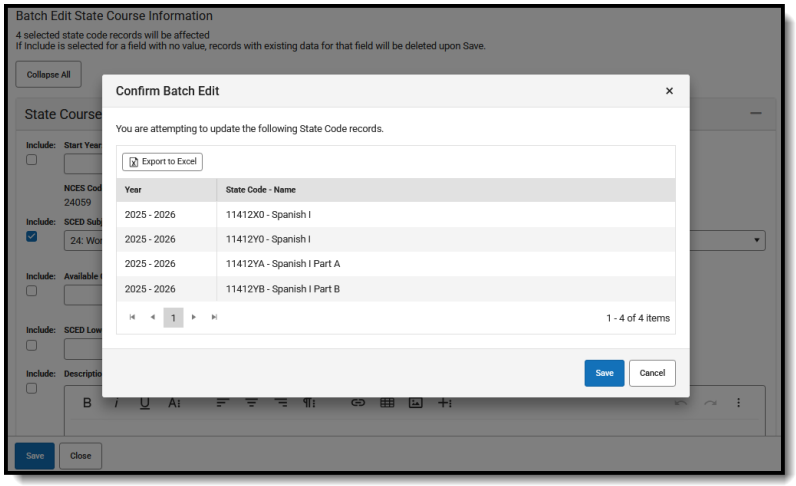
1. From the main Course Management view, locate (search for) the courses that require an update.
2. Place a checkbox next to each course that needs to be updated.



3. Click **Batch Edit Field Values**.
4. For each value that needs to be changed, mark the checkbox next to the field and select, enter, or mark the new value. In this example, the SCED Subject Area remains 24: World Languages, but the SCED Course Identifier is changed to 059: Spanish Conversation and Culture.



5. Click **Save** when finished. A confirmation message displays, listing the updated codes, along with an option to export the list to Excel for additional reporting or tracking.

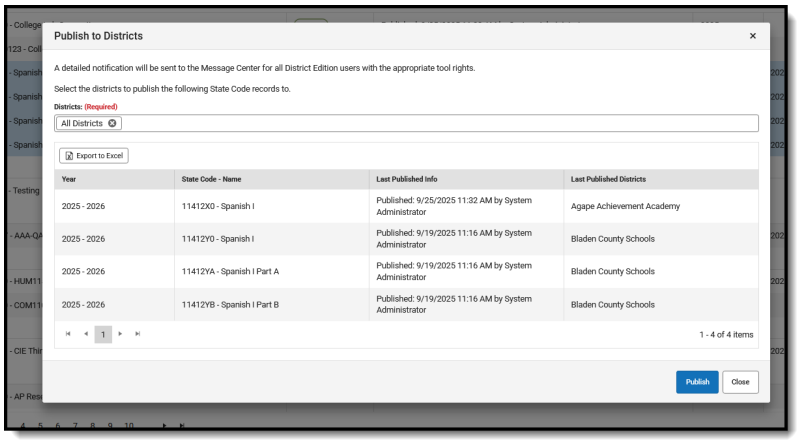


6. Click **Save** on the confirmation to return to the main Course Management view. The selected codes remain selected.

At this point, the values have been updated, and now the changes need to be published to the districts.

1. In the main Course Management view, ensure all updated records are selected.
2. Click **Publish Selected to Districts.**

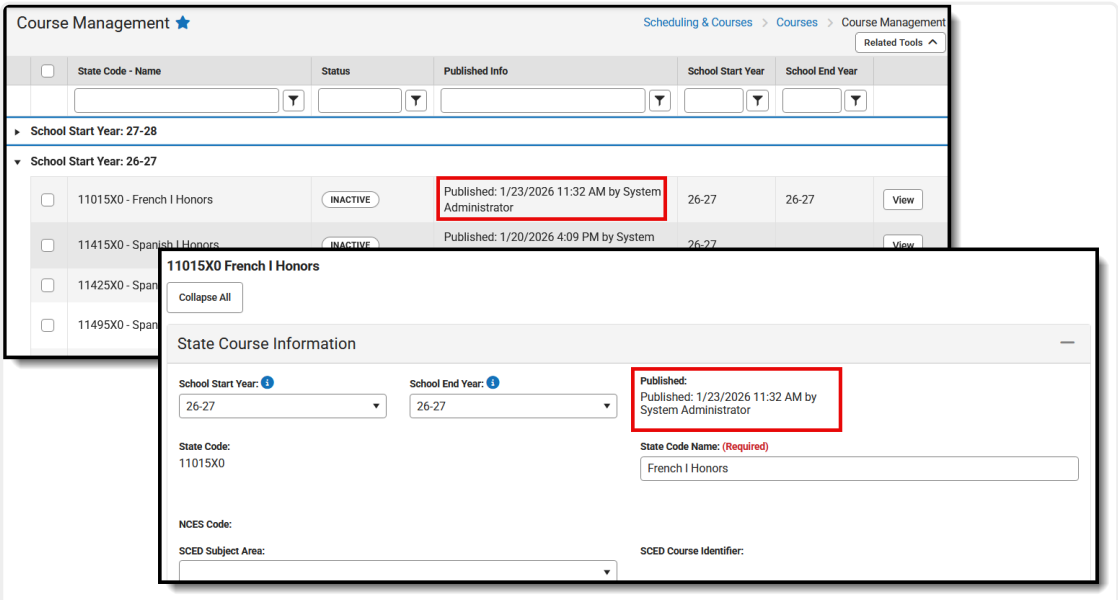
3. Select which **Districts** receive the updated values. Choose **All Districts** or specific districts from the list.
4. Review the updates being published and use the Export to Excel option for additional reporting or tracking.



5. Click **Publish.** When the process completes, the Course Management view refreshes with updated Published Info and the updated value. of 059: Spanish Conversation and Culture.

Publish Course Codes

Published State Course Codes are listed with the date and time, as well as the user who published the codes. This is visible on the main Course Management view and when viewing the State Course Information record.

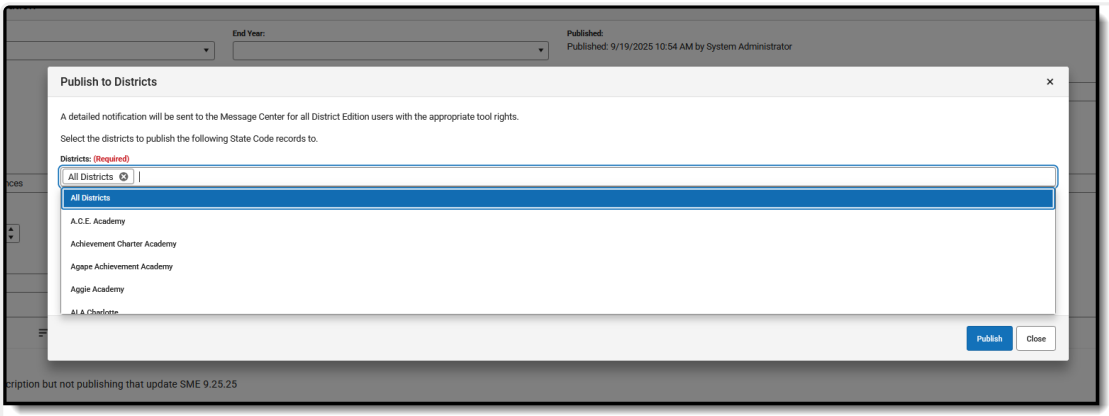


Published information for a State Code

When a state course code is published, it can be published to all districts or to selected districts from the State Course Information view or the Course Management view, which includes all State Code lists.

When an update is made, a notification is sent to the Message Center in District Edition. A quartz job runs overnight and sends a message to District Edition users who have the appropriate tool

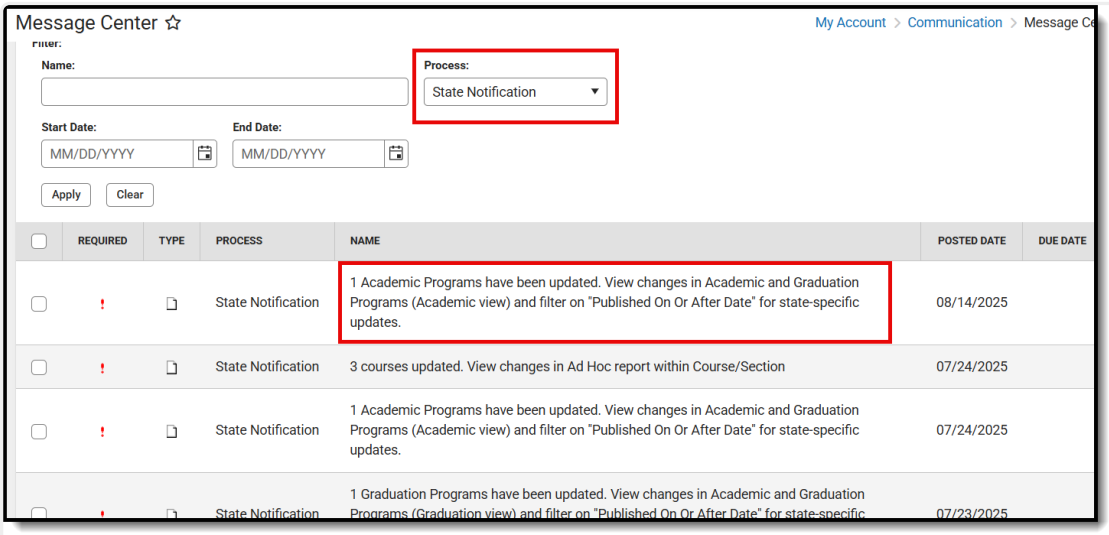
rights.



Publish to Districts Notice at State Edition

The **Last Published Districts** lists the most recent districts that received an updated state course code. When that code was published to more than five districts, use the Export to Excel option to see which districts received the update.

The notification is considered a State Notification and looks similar to this.



Message Center - State Notifications

Publish All Records to Districts

1. Click the **Publish All Records to Districts** button. This selects ALL records on ALL pages. A pop-up window displays the School Start Year and School End Year entered on the State Course Information screen, all State Codes, and when each was last published.
2. Click **Publish.** There may be a short period during which the system processes. When it is complete, the main screen displays, and the Published Info column for those codes is updated to the date and time the publishing at the state edition was complete.

Publish Selected State Course Codes to Districts

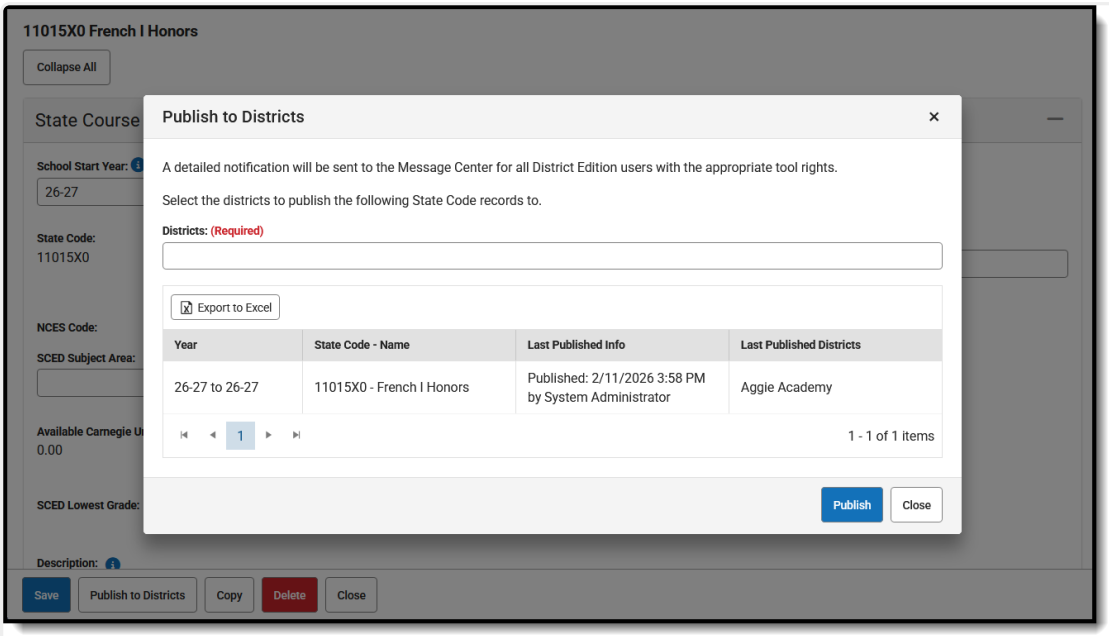
Course information can be published to districts from the main page of the Course Management tool or from the individual State Course Information editor.

From the main view of the Course Management tool

1. Select which **State Course Codes** to publish to the districts by placing a checkbox in the left-hand column.
2. Click the **Publish Selected to Districts** button. A pop-up window displays, indicating that a notification with details on the update will be sent to the Message Center and lists the School Start Year and School End Year entered on the State Course Information screen, the selected State Course Codes, when those codes were last published, and to which districts they were last published. **NOTE:** At the district, the notification is available in the Message Center ONLY when that district has a course mapped to a changed state code.
3. Select which **Districts** receive the notification. Choose **All Districts** to publish the record to all districts in the state, or choose specific districts to publish the record.
4. If desired, click the **Export to Excel** button to export this list of codes to Excel and retain a copy of the update.
5. Click **Publish.** There may be a short period when the system processes. When it is complete, the selected codes are published to districts, and the Published Info column for those codes is updated with the date and time the publishing was completed.

From the State Course Information Detail View

1. Click **View** from the main Course Management list of state course codes. The State Course Information editors display.
2. Modify any fields that need updating.
3. **Save** those modifications. After the update is saved, a green Saved banner appears above the Collapse All button.
4. Click the **Publish to Districts** button.
5. Select which **Districts** receive the notification. Choose **All Districts** to publish the record to all districts in the state, or choose specific districts to publish the record.
6. If desired, click the **Export to Excel** button to export this list of codes to Excel and retain a copy of the update.
7. Click **Publish**. The updated course information is pushed to districts. The updated record, including the date and time the course information was published, is visible on the Course Management list. **NOTE:** At the district, the notification is available in the Message Center ONLY when that district has a course mapped to a changed state code.



Publish State Course Codes to Districts

Appendix

The following table explains how updates to state course codes affect current and future school years.

Action	Current School Year	Future School Year
The state publishes updates to state course codes with a future-year start date.	Existing courses remain unchanged.	Courses that have been rolled forward to future calendars using that state code are updated with the new values published by the state.
The state publishes new state course codes with a future year start date.	No impact on current year courses. Users cannot see the new state codes available.	New state course codes are available for use when creating or updating course masters and courses.
The state publishes attribute changes to active state course codes.	Existing courses reflect any updates published by the state during the current school year.	Courses that have already been created in future calendars using that state code are updated with the new values published by the state.

Action	Current School Year	Future School Year
The state inactivates a state course code for the future year.	Existing course masters and courses using that state code remain active and available.	Course masters using that state code become inactive when the future school year becomes the active school year. Courses that have been rolled forward to future calendars using that state code become inactive. To continue scheduling this course, a new state code value must be selected and the course activated.

Best practices for Course Code management

Use a new state course code record for future year changes.

When a state course code needs different attribute values for the next year:

1. End-date the existing code.
2. Copy the code using the same value for code.
3. Create a new record with the updated attributes and next year's start date.

This preserves current-year values while allowing future-year changes to automatically populate in course masters and courses using that state course code.

Publish before rolling forward

To ensure courses use an active state code and receive the latest state changes in future calendars:

1. Ensure state updates have been published. This would include deactivating any state codes and creating new ones.
2. Perform the roll forward.